



# Ridge Kids

Green Ridge Recreation Center  
7415 Wood Haven Road  
Roanoke, VA 24019  
540-777-6300

## **MISSION:**

Ridge Kids will provide a safe, nurturing, recreational afterschool program where children thrive, have fun and learn through age-appropriate activities that foster physical, social, emotional and cognitive development.

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## **ADMINISTRATION:**

The Recreation Programmer is responsible for RIDGE KIDS program delivery. The Ridge Kids Program Leader is responsible for direct supervision of RIDGE KIDS and Ridge Kids Program Staff. The Ridge Kids Program Leader is directly supervised by the Recreation Programmer.

Should you have any questions concerning RIDGE KIDS, please speak with the on-site staff involved with the situation and the Ridge Kids Program Leader.

## **Department of Parks, Recreation & Tourism Administration:**

Director: Doug Blount

Green Ridge Recreation Center Manager: Scott Shiflett

Green Ridge Recreation Center Programs Supervisor: Jim Basham

## **Recreation Programmer:**

Tammy Tejada

Email: [ttejada@roanokecountyva.gov](mailto:ttejada@roanokecountyva.gov)

Phone: 540-777-6315

# Ridge Kids

## **ACTIVITIES:**

Daily activities for RIDGE KIDS include:

- High Energy Activities:
  - Gym
  - Indoor Pool
  - Outside time
  - Activity Room
- Snack time
- Quiet time
  - Homework
  - Reading time
  - Other passive activities
- Group games/activities
- Self-directed activities

*A daily schedule will be posted monthly*

Example Schedule:

2:30pm – 3:00pm	Roll-call, Check-In, Self-Directed Play
3:00pm – 3:15pm	High Energy Activities
3:15pm – 3:30pm	Restroom Break
3:30pm - 3:45pm	Snack
3:45pm – 4:15pm	Homework or Quiet Time
4:15pm - 5:30pm	Active Time (Gym, Pool or Outside)
5:30pm - 6:00pm	Self-Directed Activities (unless at pool)

**\*\*This schedule may vary based on homework needs, facility use, enrollment and other planned activities.\*\***

## **ADMISSION & REGISTRATION:**

RIDGE KIDS is designed for children in grades K-5. The general registration period for the next school year is March. Health forms and autodraft forms are found online at [www.roanokecountyparks.com](http://www.roanokecountyparks.com) under the After School Programs tab. Separate health forms are required for each child. Incomplete registrations will not be accepted.

**Children must register each year.**

For a child's registration to be complete, you must submit:

- Completed registration form
- Auto-draft Authorization form
- Non-refundable registration fee of \$25.00 per family
- First week's fee: \$58 for Green Ridge Members; \$68 for Non-Members; Sibling Discount is \$4 off per sibling

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## **COMMUNICATION:**

If you wish to leave a message concerning your child, please contact Green Ridge Recreation Center's Front Desk at 777-6300, ext 0. Please state that you are calling concerning RIDGE KIDS. Please call only to relay important information regarding your child, authorized pickups, late pickups, illness or injury. Messages will then be referred to Ridge Kids staff.

## **ATTENDANCE:**

Staff is responsible for all children from the end of the school day, during transport to Green Ridge and until they are picked up from RIDGE KIDS.

***If your child will not be attending on a particular day, it is imperative that you notify RIDGE KIDS at 777-6300 by 12 noon.***

## **BEHAVIOR:**

Staff provides a positive and authoritative approach to guiding behavior. Using age-appropriate limits and choices, children are encouraged to take responsibility for their role in the RIDGE KIDS community. Staff communicates with parents regularly (both verbally and in writing), discussing their child's successes and struggles in the program.

**Parents may be contacted to pick up their child in the event of aggressive behavior toward another child or staff member and other inappropriate actions.**

In the event disciplinary action is necessary to address a child's behavior, staff will communicate with parents regarding the behavior issue and work with parents to help resolve the situation. The disciplinary process may include:

- Time-outs
- Taking away privileges
- Parent-staff conference
- Suspension, or
- Removal from RIDGE KIDS
  - **Physical abuse to another child or to a staff member will result in suspension or dismissal.** *Biting or spitting may bring automatic dismissal.*

No corporal punishment of any kind will be used in RIDGE KIDS. Administrative staff reserves the right to suspend or dismiss at any time, depending on the severity of the situation or behavior that has occurred.

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## **DISABILITIES/SPECIAL NEEDS:**

Roanoke County Parks, Recreation and Tourism does not discriminate against persons with disabilities or special needs. Every effort is made to make reasonable accommodations to meet special needs, in accordance with the Americans with Disabilities Act. The Recreation Department's Therapeutic Recreation Services staff will provide RIDGE KIDS staff with any training and guidance necessary to help your child succeed.

## **EMERGENCY PROCEDURES:**

Procedures will include calling 911; contact a parent/guardian or an emergency contact if the parent/guardian can not be reached. If a child (ren) needs emergency medical transportation, a staff member will make a parent/guardian aware and accompany the child to the medical facility.

## **MEDICATIONS & INSURANCE:**

No medications are dispensed by RIDGE KIDS staff or stored at the program site. *Use of inhalers or epi pins will be handled on a case-by-case basis due to severe allergies. Epi pins or inhalers must have the original prescription with the child's name, the name of the medication, the dosage amount, and the time or times to be given. The prescription must be in date.* A Medication Administration Form must be completed **prior** to your child attending RIDGE KIDS.

Optional accident insurance is available by purchasing 24-hour coverage through the school insurance policy.

## **PERSONAL BELONGINGS:**

Children will be given space on a table or other surface to store personal belongings (lunch boxes, book bags, jackets & coats) during the hours of RIDGE KIDS. RIDGE KIDS is not responsible for lost or stolen belongings. We ask that valuable personal belongings be left at home (iPods, personal game systems, jewelry, etc).

## **SNACKS:**

Nutritious snacks including milk, juice, fruit and cereal are provided daily (menu is subject to change). No other snacks or soft drinks may be purchased at the site. Parents may send snacks with their child if they prefer something other than what is provided. **Due to the serious nature of food allergies, children are not permitted to share food brought from home.**

# Ridge Kids

## **FEES:**

A non-refundable registration fee of \$25.00 **per family** is due at registration **along with the fee for the first week of attendance**. An administrative fee of \$10.00 per child will be charged each time a child withdraws and re-registers during the same school year. **Parents will be charged according 180 school days per year, even if their child attends fewer days, this includes family vacations. The fees apply no matter how long a child stays at RIDGE KIDS each day.**

Payment is due each Friday for the next weeks of service, through Autodraft. If payment is not received, the child can not attend on Monday. Parents will be contacted to pick up the child immediately.

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## **2016-2017 WEEKLY/DAILY FEES:**

	<u>1<sup>ST</sup> child</u>	<u>Additional children</u>
Ridge Kids After School: Members	\$58	\$54
Ridge Kids After School: Non-Members	\$68	\$64
Snow Day! Ridge Kids / Member (Full day)	\$30	\$30
Snow Day! Ridge Kids / Member (Half day)	\$20	\$20
Snow Day! Non-Ridge Kids (Full day)	\$30	\$30
Snow Day! Non-Ridge Kids (Half day)	\$20	\$20
School's Out Ridge Kids (Full day)	\$30	\$28
School's Out Ridge Kids (Half day)	\$20	\$18
School's Out Non-Ridge Kids (Full day)	\$35	\$33
School's Out Non-Ridge Kids (Half day)	\$25	\$23

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**Please keep receipts for tax records. The federal tax identification number and a statement of fees paid to RIDGE KIDS will be mailed to all parents by January 31, 2017.**

## **Snow Day Camp and School's Out Camp are separate programs that require pre-registration.**

Please pre-register for School's Out Camp at least one week prior to the selected day. Snow Day Camp may register in person the day of the camp (usually after 7:15am). Snow Day Camps may be altered or cancelled due to inclement weather.

## **PAYMENT:**

Payment is only accepted through Automatic Draft. You may use VISA, MasterCard, Discover or Debit card to make bi-weekly or monthly payments. A completed Automatic Draft Authorization Form must accompany your completed Registration Form and other documents for a registration to be considered complete. All outstanding balances for the previous year must be paid in order for a child to continue in RIDGE KIDS for the following year.

# Ridge Kids

## **HOLIDAY, CLOSINGS and SCHOOL'S OUT:**

Any time schools are scheduled to be closed for **holidays**, RIDGE KIDS will **not** be held. This policy is in accordance with School Board and Parks, Recreation and Tourism policies. If children are **scheduled** a 2-hour early dismissal, we will transport them to Green Ridge Recreation Center for afterschool activities. ***If Roanoke County Schools close early due to inclement weather or impending inclement weather, RIDGE KIDS will be cancelled. Please make sure your children are aware of what they need to do and where they are going for early closings for inclement weather.***

Other dates in which Roanoke County Schools are closed, such as Teacher Workdays, Parent-Teacher Conferences, etc, RIDGE KIDS will not be held. However, Green Ridge Recreation Center will offer a School's Out Day Camp. This program may be adjusted due to Green Ridge Center's operating hours being adjusted for inclement weather.

**This is a separate program that you must pre-register separately, for each day.**

## **School's Out Day Camp 2016-17**

7:30am – 6pm @ Green Ridge Recreation Center

August 22, 23

February 6

October 26

March 24

November 8

April 17, 18, 19, 20, 21

December 19, 20, 21, 22, 23, 27, 28, 29, 30

June 8, 9

January 16, 17

## **PICK-UP & SIGN-OUT:**

If anyone other than those listed on the registration form will be picking up your child from RIDGE KIDS, send a note with your child or contact RIDGE KIDS at 777-6300 so that staff can be notified. A photo ID may be required by RIDGE KIDS staff at *anytime* for *anyone* picking up a child. All children must be picked up between 2:45 and 6:00pm. All children must be picked up inside, signed out and escorted from RIDGE KIDS by the authorized pick up person.

## **LATE PICK UP:**

RIDGE KIDS ends at 6:00pm. Two staff will remain until all children are picked up. After the first 10 minutes that a parent is late, staff will begin trying to contact parents and/or other persons on the pick-up list. If your child has not been picked up by 7:00pm, Child Protective Services will be contacted to provide care for your child.

Each family is allowed one 15-minute "free" late pick-up during the 2016-17 school year. After this one "free" late pick-up has been used, parents will be charged \$1.00 per minute per child

for each minute they are late. This late fee is due immediately when the child is picked up. Parents who have a total of 5 incidences of late pick-up (including the first “free” one) will be charged \$5.00 per minute or may be asked to make other child care arrangements for their child.

# Ridge Kids

## **REMOVAL FROM RIDGE KIDS:**

The Recreation Programmer may remove children from RIDGE KIDS for the following reasons:

- Physical abuse of other children or staff
- Chronic discipline problems (see “Behavior”)
- Failure to pay (see “Fees”)

Parents wishing to remove their child from RIDGE KIDS must provide a written notice to the Recreation Programmer, at least one week prior to their child’s last day in RIDGE KIDS. Children will remain enrolled in RIDGE KIDS and parents may be charged until this written notice is received.

## **ILLNESS / INJURY:**

All RIDGE KIDS staff are First Aid, CPR and AED certified and keep a first aid kit on hand at all times. A child will not be allowed to participate in RIDGE KIDS with any of the following symptoms:

- Fever of 100 degrees or higher
- Severe sore throat
- Vomiting
- Undiagnosed rash
- Diarrhea
- Lice

When a child is not feeling well, the parent/guardian or the emergency contact will be called. Please make arrangements to pick up your child (ren) within 30 minutes of the phone call. Failure to do so will result in the child’s dismissal from the program. If a child is absent because of an infectious disease, they may not return to the program without a note from their physician indicating the child’s condition is no longer contagious.

## **SUSPECTED CHILD ABUSE:**

Any cases of suspected child abuse will be reported to the Program Administrator, Roanoke County Department of Social Services and Child Protective Services immediately.

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**Feel free to contact me if you have any questions or concerns:  
540-777-6315 (Tammy)**

**Thank you for participating in  
~ Ridge Kids! ~**